

50TH SPACE WING



COMMUNITY RELATIONS/MEDIA VISIT REQUEST

50 SW/Public Affairs: (719) 567-5040

Please complete this form and submit a list of visitor(s) attending, to include full names, to 50swpa.workflow@schriever.af.mil.

Please ensure all areas are completed and correct.

Date of request:	Date of visit requested:
Purpose of visit:	
Organization(s) requested to be visited (or your group's interest):	
Name of visit or name/rank/title of visitor (i.e, Command and Staff College):	
Requestor's name and duty title (position):	POC's name (If different from requestor):
Requestor's organization:	
E-mail address:	POC's e-mail address (If different from requestor):
Requestor's phone number : Office Phone: Cell Phone:	POC's duty and fax number (If different from requestor):
Requested arrival time of visit:	
Requested departure time of visit:	
Total number of visitors:	
Mode of transportation and number of vehicles (i.e bus, POV, GOVT, commercial):	
FOR PUBLIC AFFAIRS USE ONLY: Special Considerations:	
APPROVAL AUTHORITY:	APPROVED / DISAPPROVED